

**Hartford Mayor's Cabinet for Young Children
Policies and Guidelines
Grantee & Sub-Grantee Budget Guidance (C-02)**

Purpose: Provide guidance and clarification on administrative costs, budget responsibilities and allowable budget line items for School Readiness grantees and sub-grantees.

The City of Hartford through its Department of Families, Children, Youth and Recreation's Division for Young Children is the designated School Readiness Grantee for the City's School Readiness Program awarded by the CT Office of Early Childhood. The City in turn, sub-contracts with programs (sub-grantees) to provide School Readiness services in accordance with State requirements.

Under section 10-16p (9) (g) of the Connecticut General statutes, School Readiness grantees are authorized to retain only a small portion of awarded funds for administrative purposes. The remaining funds must be allocated to ED 114 budget line 590 to be used exclusively for the funding of spaces to early childhood providers (sub-grantees).

Sub-grantees may use allotted School Readiness funds in the budget line items that support the costs of their School Readiness program. The Mayor's Cabinet for Young Children considers and approves sub-grantee proposed budgets in relationship to the quality of the program provided in order to ensure appropriate line item allocations and expenditures. Any budget revisions requested by the sub-grantee must be submitted to the grantee (City of Hartford Department of Families, Children, Youth and Recreation's Division for Young Children) for approval.

The Division for Young Children may require programs (sub-grantees) to take corrective action or implement a plan for program improvement as a condition of their grant award or when a program deficiency is identified. The Division for Young Children must approve the plan of corrective action but may not require sub-grantees to purchase services from the grantee or to use a prescribed vendor that is contracted and or manages by the grantee.

In addition, the following guidelines must be adhered to:

- All grant spending and allocation decisions must be considered and approved by the Mayor's Cabinet for Young Children.
- Sub-grantees must receive the full space reimbursement that has been established by the state for the number of children to be served, unless the sub-grantee is bound by a CHEFA obligation.
- The grantee may not delay monthly payments to the sub-grantees without justification and state approval.
- Pursuant to the Mayor's Cabinet for Young children, sub-grantees cannot budget or utilize more than 20% of awarded funds to administrative costs. The 20% administrative cap also applies to the expenditure of Care 4 Kids subsidies and parent fees which must be reported to the Division for Young Children on twice per fiscal year.